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ORDINANCE NO. 3512

AN ORDINANCE OF THE CITY OF EDMONDS, WASHINGTON, AMENDING THE PROVISIONS OF SECTION 2.25.050 RELATING TO TRAVEL AUTHORIZATION AND EXPENSE REIMBURSEMENT POLICIES, PARAGRAPH (G) AND (H), IN ORDER TO UPDATE THE CITY'S TRAVEL EXPENSE REIMBURSEMENT POLICY, AND FIXING A TIME WHEN THE SAME SHALL BECOME EFFECTIVE.

WHEREAS, the City Finance Director has reported to the City Council regarding the methodology and reimbursement rates appropriate for the reimbursement of City travel expenses, and

WHEREAS, the City Council wishes to make such changes; and

WHEREAS, the City Council wishes to emphasize to all City officials and employees that as public officials and employees, each individual has a trust of the public to limit all public expenditures and reimbursements to the minimum reasonably necessary to provide safe, clean and convenient lodging, and healthy meals in settings appropriate to the particular public mission with which the individual has been entrusted, NOW, THEREFORE,

THE CITY COUNCIL OF THE CITY OF EDMONDS, WASHINGTON, DO
ORDAIN AS FOLLOWS:

Section 1. ECC Section 2.25.050 Travel authorization and expense reimbursement policies, paragraphs (G) and (H) are hereby amended to read as follows:

**2.25.050 Travel authorization and expense
reimbursement policies.**

...

G. Reimbursement of Travel Expenses.

1. Travel expenses by City officials and employees shall be paid by the City in accordance with the rate schedule listed below. Expense vouchers must be submitted for payment within 10 days following the individuals' return. Expense receipts and/or credit card receipts must be submitted for City payment. If a receipt has been lost or stolen, the employee should submit a written statement to the Administrative Services Director explaining the circumstances of the missing receipt. Reimbursements based on this process may be issued. Reimbursement for any expenses which exceed the limits set forth in this policy shall require approval of the City Council.

Transportation

Air travel - Coach rate
Private car - Current IRS rate
Rental car - Requires prior approval

Lodging:

Regular lodging - Government/commercial rate
Conferences - Conference facility rate

Meals:

Actual reasonable cost of meals, subject to review by Department Head and/or Mayor.

Communications:

Telephone - One personal call per day kept to a reasonable amount

2. The transportation allowance shall be based upon the direct route round trip costs. Other allowable costs shall include ferry tolls and off-street parking. Taxis may be used if they are the most reasonable means of transportation available.

H. Nonallowable Expenses. Expenses not approved for reimbursement include, but are not limited to, alcoholic beverages, expenses for family or guests, entertainment, travel costs paid by another organization, mileage (if traveling as a passenger in a non-

owned car), limousine services and personal travel insurance. Only the normal, reasonable and actual expenses will be reimbursed. Public officials and employees utilize public funds for their expenses and are admonished and requested to limit expenditures to those reasonably necessary to provide safe, clean and convenient lodging and healthy meals in settings appropriate to the public mission with which they have been entrusted.

...

Section 2. Effective Date. This ordinance, being an exercise of a power specifically delegated to the City legislative body, is not subject to referendum, and shall take effect five (5) days after passage and publication of an approved summary thereof consisting of the title.

APPROVED:

MAYOR GARY HAAKENSEN

ATTEST/AUTHENTICATED:

CITY CLERK, SANDRA S. CHASE

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY:

BY _____
W. SCOTT SNYDER

FILED WITH THE CITY CLERK:	08/13/2004
PASSED BY THE CITY COUNCIL:	08/17/2004
PUBLISHED:	08/22/2004
EFFECTIVE DATE:	08/27/2004
ORDINANCE NO. <u>3512</u>	

SUMMARY OF ORDINANCE NO. 3512

of the City of Edmonds, Washington

On the 17th day of August, 2004, the City Council of the City of Edmonds, passed Ordinance No. 3512. A summary of the content of said ordinance, consisting of the title, provides as follows:

AN ORDINANCE OF THE CITY OF EDMONDS, WASHINGTON, AMENDING THE PROVISIONS OF SECTION 2.25.050 RELATING TO TRAVEL AUTHORIZATION AND EXPENSE REIMBURSEMENT POLICIES, PARAGRAPH (G) AND (H), IN ORDER TO UPDATE THE CITY'S TRAVEL EXPENSE REIMBURSEMENT POLICY, AND FIXING A TIME WHEN THE SAME SHALL BECOME EFFECTIVE.

The full text of this Ordinance will be mailed upon request.

DATED this 18th day of August, 2004.

CITY CLERK, SANDRA S. CHASE